

~~CONFIDENTIAL~~
Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 5-2

11 April 1952

SUBJECT: PREPARATION OF OTR REGULATIONS

1. GENERAL

This is the format and sequential arrangement which has been devised as a guide to assist in the preparation of OTR Regulations and Notices. Drafts should be forwarded to the Chief, Support Staff for final checking, assignment of issuance numbers, reproduction, and dissemination.

2. PARAGRAPH STYLE

a. The style and numbering of paragraphs will conform to the style as shown herein.

b. If subject matter lends itself to outline form, paragraph headings will be used. Where paragraph headings are deemed advisable, they will be used throughout the Regulation or Notice.

c. The sub-division of paragraphs will be identified by appropriate letter or number symbol in accordance with the following system:

1.

a.

(1)

(a)

d. Double-spacing between all paragraph sub-divisions will be used.

3. REGULATION SEQUENCE

Where applicable, the first Regulation in each series will be a basic issuance establishing OTR policies for each category of administrative activity, as well as the responsibilities for implementing these policies. Detailed procedures covering specific functions or activities should be issued in separate Regulations to avoid frequent revision of the basic Regulations.

MATTHEW BAIRD
Director of Training

25X1A

Distribution: DD/TR(S)
DD/TR(G)
All Division, Branch, and Section Chiefs

~~RESTRICTED~~
SECURITY INFORMATION

OTR

OFFICE OF TRAINING REGULATION NO. 5-3 (TR(G))

30 July 1952

SUBJECT: OFFICE OF TRAINING (GENERAL) HISTORY

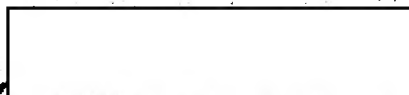
1. POLICY

It shall be the policy of TR(G) to maintain on a current basis the history of the Office of Training (General) in order to provide:

- a. Information on activities, projects and programs undertaken by the Staffs and Divisions of TR(G).
- b. Information on the number of trainees in each of the training programs of TR(G).
- c. Basic information for the briefing of Training Liaison Officers.
- d. Basic information for the orientation of new personnel in TR(G).
- e. Basic information available to all Staffs and Divisions of TR(G) for accounting in retrospect and planning in prospect.

2. RESPONSIBILITIES

- a. The Plans and Policy Staff of TR(G) is responsible for maintaining a current history of TR(G).
- b. Staff and Division Chiefs of TR(G) will, every week, furnish the Plans and Policy Staff with a copy of their Weekly Status Report for inclusion in the TR(G) history file.
- c. Staff and Division Chiefs of TR(G) will make available to the Plans and Policy Staff such other information as would be useful to include in the TR(G) history file.
- d. The Registrar will furnish the Plans and Policy Staff with monthly reports on the number of new trainees who have been entered in each of the training programs of TR(G) during the month.


for Director of Training

DISTRIBUTION: ALL TR(G) PERSONNEL
and REGISTRAR

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Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 5-4

2 September 1952

SUBJECT: CORRESPONDENCE POLICIES AND PROCEDURES

1. POLICY

In order to develop uniformity in the preparation, flow, and signing of all official correspondence originating within the Office of Training, effective immediately, all correspondence emanating in the OTR headquarters offices will be prepared over the name of the Director of Training.

2. RESPONSIBILITIES

a. The D/TR is responsible for all correspondence leaving OTR and will personally sign all official headquarters correspondence in the following categories:

(1) Correspondence addressed to all organizations and/or individuals, government or private, outside the Agency.

(2) Correspondence directed to the heads of CIA offices and major organizational components as designated in CIA Regulation No. as revised.

(3) Correspondence involving policy determinations.

(4) Such other correspondence as the D/TR may from time to time desire to review.

b. It will be the responsibility of the Deputy Directors of Training and the Chief, Support Staff to take such steps as may be necessary to insure that all correspondence in the above categories is directed to the D/TR for signature.

3. DELEGATIONS

a. In the absence of the D/TR, the Deputy Directors and the Chief, Support Staff are authorized to sign correspondence of the above type within their respective areas of responsibility, for the D/TR. Informational copies of all such correspondence should be forwarded to the office of the D/TR.

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OFFICE OF TRAINING REGULATION NO. 5-4

2 September 1952

b. The Deputy Directors of Training and the Chief, Support Staff are hereby authorized to sign, for the D/TR, all correspondence within their appropriate areas of responsibility, not in the above categories.

c. Special delegations to sign correspondence for the D/TR may be made by the D/TR where expediency or specialization warrants. These delegations shall be in writing and may delegate to appropriate members of TR(S), TR(G), and the Support Staff such signing authority as the D/TR considers necessary in order to expeditiously handle large volume correspondence such as requisitions, travel orders, requests for advance, travel vouchers, course announcements, and personnel actions.

4. PROCEDURES

a. All correspondence shall be prepared over the name of the Director of Training. Correspondence covered by paragraph 2-a will be signed personally by the D/TR. All other correspondence shall be signed by the Deputy Directors of Training and the Chief, Support Staff, within their respective areas of responsibility.

b. For informational purposes, correspondence prepared for the personal signature of the D/TR shall be accompanied by the incoming correspondence or the basic case material on which action is being taken. Such material will be returned to the originating office after signature by the D/TR.

c. The form and preparation of all correspondence should follow the instructions of the CIA Correspondence Manual as revised April 1952.

d. This regulation supersedes the staff memorandum from the D/TR dated 18 June 1951, Subject: Signature on official correspondence, Office of Training.

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Security Information

OFFICE OF TRAINING REGULATION NO. 3-4

2 September 1952

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Copies of all [redacted] external or internal correspondence dealing with matters of policy or operational cover shall be forwarded on a weekly basis to the D/TR via the DD/TR(S).

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[redacted]
MATTHEW BAIRD
Director of Training

DISTRIBUTION: All OTR Division, Staff, Branch and Section Chiefs for routing to all OTR personnel for initialing.

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Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 20-2

2 July 1952

SUBJECT: LEAVE, MILITARY OFFICERS ASSIGNED TO OTR

1. GENERAL

a. In accordance with regulations of the Armed Services of the U. S., all military personnel accrue 2 1/2 days of leave per calendar month. Annual leave, which is not used by military personnel during a fiscal year, shall accumulate for use in succeeding years until it totals, (but not to exceed), 60 days at the end of the fiscal year.

b. Every attempt will be made to permit military personnel to use accrued leave above the 60-day maximum in order that no leave will be forfeited.

2. ORDINARY LEAVE

a. Individuals requesting leave will submit written request to their Division Chief through their immediate supervisor. Blank leave request forms are available at Personnel Office, OTR. All approved leave requests will be forwarded to Administrative Officer, OTR for processing. Leave orders will be published by the Military Personnel Division and will be picked up by individual concerned at Sergeant-Majors Office in Military Personnel Division, Room 1002, "1" Building. Individuals must sign out when going on leave and sign in when returning from leave. Sign out registers are maintained in Sergeant-Majors Office.

3. EMERGENCY LEAVE

a. In the event an emergency condition arises, requiring immediate leave, supervisors are empowered to grant emergency leave either verbally or in writing provided the necessary leave forms (as outlined in 2. above) are completed as soon as practicable.

4. PASSES

a. Supervisors are authorized to grant military personnel passes (not to exceed 72 hours) without charge to accrued leave. Passes may not be granted to include the duty day immediately preceding or following a weekend or holiday.

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b. Division Chiefs will establish procedures for the approval of such passes within their units to ensure proper control and discretion is exercised in their use.

c. Officers will sign out when going on pass and sign in when returning from pass. Sign out registers are maintained in Room 1002, "I" Building.

5. All military personnel assigned at field installations where unit and personnel records are maintained, will abide by regulation and/or directives concerning leave policy as established by the Commandant of the installations.

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MATTHEW BAIRD
Director of Training

Distribution: All OTR Division, Staff, and
Branch Chiefs

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OTR

OFFICE OF TRAINING REGULATION NO. 20-3

13 August 1952

SUBJECT: OFFICE OF TRAINING CAREER SERVICE BOARD

1. POLICY

Effective 13 June 1952, the Director of Central Intelligence approved an Agency-wide Career Service Program intended to identify, develop, effectively use, and reward individuals who have the skills required by CIA; motivate them toward rendering maximum service to the Agency; and eliminate from the service, in an equitable manner, those who in spite of the Program fail to perform as effective members of the organization.

The Agency-wide Career Service Program will be administered by the CIA Career Service Board which will be responsible for developing policy governing the Program subject to approval by the DCI. The Agency-wide Program provides that each Office establish a Career Service Board to assist in the operation of the Program by performing certain functions subject to approval of the Office Head.

2. ORGANIZATION

Pursuant to the provisions of the CIA Career Service Program, there is hereby established the Office of Training Career Service Board which shall consist of the following members:

- Chairman - Director of Training (ex officio)
- Member - Deputy Director of Training (General)
- Member - Chief, Plans and Policy Staff (TRG)
- Member - Deputy Director of Training (Special)
- Member - Asst. Deputy Director of Training (Special)
- Member - Chief, Support Staff
- Secretary- Assistant to the Director of Training (non-voting)

Should any of the positions comprising the membership of the Board be vacant, the D/TR will designate a temporary member of the Board for the period of such vacancy. Four voting members will constitute a quorum. Meetings of the Board will be held on the first work day of each month and at such other times as the Chairman may determine.

The Secretary will provide staff support for the Board including preparation of agenda for regular and called meetings, coordination of activities of this Board with the CIA Career Service Board and with the Boards of the several offices and preparation and maintenance of minutes and other records of Board actions.

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OFFICE OF TRAINING REGULATION NO. 20-3

13 August 1952

3. MISSION

The Office of Training Career Service Board is responsible to the Director of Training for the operation of the Career Service Program within O/TR and for collaboration with other Office Boards on inter-Office Career Service problems.

As enumerated in the Career Service Program, general responsibilities of the Office of Training Career Service Board are to:

a. Serve as advisor to the D/TR on all matters pertaining to the Career Service Program.

b. Direct within the O/TR the application and functioning of the Career Service Program, including but not limited to the following:

(1) Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.

(2) Sponsoring, developing, and executing the Career Service Program of the O/TR, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.

(3) Reviewing Personnel Evaluation Reports and proposed development plans for individuals in terms of training, assignment, advancement, rotation, and promotion.

(4) Recommending cancellation or continuance of career development actions.

(5) Participating in the development and execution of approved extra-Office rotation systems.

(6) Submitting to the Sponsoring Office a semi-annual Personnel Evaluation Report on each rotation appointee from another Office.

(7) Ensuring that the rotation appointees detailed by the O/TR to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by the O/TR are productive and their assignments commensurate with the purpose of the appointments.

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OFFICE OF TRAINING REGULATION NO. 20-3

13 August 1952

(8) Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps."

(9) Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.

c. Supervise such subordinate Boards and Committees as may be established from time to time for handling specialized functions, assigning to them Office personnel as necessary.

4. FUNCTIONS

The O/TR Career Service Board shall:

a. Review and recommend final action regarding plans proposed for the development of individuals including, but not limited to:

(1) Annual, special and reassignment Personal Evaluation Reports.

(2) Initial Evaluation Reports on all new employees prior to completion of the trial period.

(3) Appointments, assignments, transfers, promotions, and resignations of heads of organizational components of O/TR.

(4) All appointments and promotions.

(5) Intra-Office transfers and reassignments.

(6) All extra-Agency training.

(7) All rotation-training assignments outside O/TR.

b. Perform such other functions and duties as may be required by the DTR.

/s/ MATTHEW BAIRD

MATTHEW BAIRD
Director of Training

DISTRIBUTION: ALL O/TR PERSONNEL

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SECRET

OFFICE OF TRAINING REGULATION NO. 20-3/1

9 February 1953

SUBJECT: MEN APPOINTMENTS TO CAREER SERVICE BOARD

1. The Chief, Assessment and Evaluation Staff, OTR, is hereby
appointed a Permanent Member of the OTR Career Service Board.

2. Mr. [] is appointed a Temporary Member of
the Board pending the appointment of a new Assistant Deputy Director
of Training (Special).

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WILLIAM R. RHO
Director of Training

Distributions: - All OTR Personnel

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OFFICE OF TRAINING REGULATION NO. 20-4

16 January 1953

SUBJECT : PROMOTION RECOMMENDATION FORMAT

REVISIONS: (1) OTR Notice No. 28-52 TR(G)
(2) OTR Notice No. 25-52 TR(S), paragraph 6

1. The attached format has been designed to standardize promotion recommendations for all components of OTR and will be followed by all supervisors in preparing such recommendations.

2. The memorandum will be prepared in seven copies by the immediate supervisor and transmitted through appropriate channels to the Deputy Director concerned or the Chief, Support Staff, for recommendation and presentation to the Career Service Board.

3. All recommendations, whether endorsed affirmatively or negatively by reviewing officers, will be submitted to the Secretary, Career Service Board not later than two working days prior to the date on which the Board convenes. After final action of the Director of Training, the promotion recommendation will be placed in the employee's OTR personnel file.

[Redacted Signature Box]

MATTHEW BAIRD
Director of Training

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Distribution: All OTR Staff, Division, Branch, and Section Chiefs

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Date _____

MEMORANDUM FOR:

SUBJECT : Promotion Recommendation of _____ (Name) _____

On the basis of the information furnished below, it is recommended that the subject individual be promoted to the grade indicated.

- a. Title of present position:
- b. Present grade, including periodic step increases:
- c. Date of last promotion and time in grade:
- d. Time in present position:
- e. Length of time individual has performed the work at the grade level to which promotion is recommended:
- f. Title and grade to which promotion is recommended:
- g. Age of subject individual:
- h. EOD date with CIA or its antecedents:
- i. Chronological history of employment with CIA (indicate office, division, title and grades of positions held):
- j. Description of duties in present position:
- k. Manner of performance of duties in present position, and, if known, in previous positions:
- l. Growth potential of subject individual within OTR and CIA:
- m. CIA training received and evaluations per course:
- n. Other training, education, and experience qualifications of subject individual:
- o. Other relevant facts for evaluating this recommendation:
- p. Present T/O position number of subject individual (to be filled in by appropriate supervisor):
- q. T/O position number and grade for which subject individual is recommended (to be filled in by appropriate supervisor):

Signature and Title of Initiating Supervisor

Signatures and Endorsements of Supervisors:

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OTR

OFFICE OF TRAINING REGULATION NO. 25-1

11 April 1952

SUBJECT: TRAINING RECORDS AND REGISTRATION

1. POLICY

The following policies shall govern the administration of the Records and Registration functions of OTR:

a. All CIA personnel selected for training either in Agency facilities provided by OTR or in approved non-CIA facilities will be subject to OTR Records and Registration procedures.

b. Training registration procedures of OTR shall provide a centralized registration system. Such procedures will be designed to insure that:

(1) Proper distribution of announcements and class schedules is made.

(2) Personnel selected meet established prerequisites for the course in question.

(3) The capacity of any given course is not exceeded.

(4) Course Chiefs are given, sufficiently in advance of starting dates of courses, information concerning enrollments and materials required for the administration of the course, such as photographs, copies of Training Requests, etc.

c. A centralized training records system shall be established within OTR to include all training requests, selection board actions, class rosters, student evaluations and, as appropriate, class papers, student notes and related materials.

2. RESPONSIBILITIES

25X1A a. The Chief, [redacted] is responsible for the Records and Registration activities of OTR in accordance with the policies stated above. This Officer is further responsible for the preparation of routine and special reports on training activities as may be required.

25X1A b. All Staffs and Divisions of OTR will cooperate with the [redacted] in carrying out its responsibilities.

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OFFICE OF TRAINING REGULATION NO. 25-1

11 April 1952

3. PROCEDURES

Detailed procedures for each particular course or group of related courses will be issued in separate OTR Regulations.



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MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

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Security Information

25 March 1953

OTR

OFFICE OF TRAINING REGULATION NO. 25-3

SUBJECT: BASIC INTELLIGENCE TRAINING REPORTS

25X1A

1. CIA Regulation [] dated 13 March 1953, concerning the new program of Basic Intelligence Training, stipulates in paragraph 4. a. (3) that the Director of Training shall:

"Provide for training reports appraising the performance of all personnel in basic intelligence training and transmit reports to the Office Head concerned and to the Assistant Director (Personnel) for their information and action."

2. Responsibility for the implementation of this function has been delegated to the Assessment and Evaluation Staff of the Office of Training. Accomplishment of the assignment will require the help of all components of OTR concerned with the basic intelligence courses.

[]
MATTHEW BAIRD
Director of Training

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Distribution: All OTR Staff, Division
and Branch Chiefs

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Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 40-1

11 April 1952

SUBJECT: ESTABLISHMENT OF POLICY, RESPONSIBILITIES, AND PROCEDURES
FOR [REDACTED] SUPPORT STAFF

1. The requisitioning or coordination of requisitioning, for the Office of Training of all equipment, services, supplies procured through CIA facilities, other Government sources, or non-Government sources, except as otherwise specified, will be performed by the [REDACTED] Support Staff, OTR.

2. RESPONSIBILITIES

The Chief, [REDACTED], will be responsible for:

a. The formulation of procedures and the execution of policies established for the Supply and Services Section.

b. The compilation of estimated tables of equipment and supplies for units and projects of OTR.

c. The ascertaining of space requirements and the coordination of requests for assignment and equipping of space.

d. The provision and coordination of transportation and travel services for the Office of Training.

e. The development and use of a suspense system to assure timely follow-up actions on pending requests.

3. PROCEDURES

a. Requests for services and supplies may be made directly to the Supply and Services Section either orally or by memorandum. Depending upon the nature and scope of the request, the Chief, [REDACTED] is authorized to require whatever official approval is necessary.

b. Procedures concerning specific supply and services items will be covered by separate OTR Regulations.

[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

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OFFICE OF TRAINING REGULATION NO. 50-1

30 April 1952

SUBJECT: WEEKEND AND HOLIDAY STAND-BY DUTY OFFICER

25X1A

1. In accordance with CIA Regulation [] which requires Office Heads or their appointed representatives to be on call during off-duty hours, a system of Weekend and Holiday Stand-by Duty for OTR is hereby established. The Duty Officer designated will act for the Director of Training on all official matters that may arise during his tour of duty.

2. The Director of Training will select a roster of Stand-by Duty Officers based on the recommendations of the Deputy Directors, OTR. This roster will be published in the OTR Notices series by the Administrative Officer, OTR.

3. The Administrative Officer, OTR will provide the CIA Watch Officer with the OTR Stand-by Duty Roster which will include the home addresses and home telephone numbers of all Officers listed.

4. a. The Weekend and Holiday Stand-by Duty Officer will be available for duty from the close of business (1700) on the day preceding the weekend or holiday to 0830 on the day following the weekend or holiday. The Duty Officer will be available, by telephone, to the CIA Watch Officer at all times during his tour of duty. He will inform the Watch Officer where he may be reached if other than at home.

b. Personnel assigned Weekend Stand-by Duty will be on duty in Room 1024, "I" Building, CIA Extension 3521, during the hours 0830-1230 on Saturday in order to handle OTR matters for the Director of Training.

c. Weekend-Holiday Stand-by Duty Officers may be relieved of that portion of duty as outlined in b) above, if another member of the staff will be on duty these hours and can perform his work in Room 1024, "I" Building. The alternate staff member must be one who is also subject to Weekend-Holiday Stand-by Duty.

d. All Officers scheduled for Stand-by Duty will be responsible for performing the duty on the date assigned. In the event the designated Officer cannot carry out the assigned duty, he will arrange for a substitute from among the Officers on the duty roster. The Administrative Officer, OTR will be notified of all such substitutions.

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MATTHEW BAIRD
Director of Training

Distribution: All Stand-by Duty Officers

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Security Information

(TR)

OFFICE OF TRAINING REGULATION NO. 60-1 (TR(G))

16 June 1952

SUBJECT: BRIEFING OF TRAINING LIAISON OFFICERS

RECISION: O/TR REGULATION NO. 60-1 (TR(G)) dated 21 May 1952

1. POLICY

Briefings shall be conducted by TR(G) for each newly appointed Training Liaison Officer (T.L.O.) of the Agency in order to acquaint him with the Staff and Division Chiefs and to inform him of the plans and programs of TR(G).

2. RESPONSIBILITY

It shall be the responsibility of the Plans and Policy Staff to administer and coordinate within TR(G) the briefings of newly appointed Training Liaison Officers.

3. PROCEDURES (O/TR(G))

a. Briefings will normally be conducted on Thursday afternoons and Friday mornings.

b. The following schedule will be used as a guide:

1. Thursday Afternoon

1:30 Chief, Plans and Policy Staff
2:00 Deputy Director of Training (General)
2:30 Chief, Support Staff
3:00 External Training Programs Staff
3:30 Chief, Testing and Evaluation Division
(Personnel Office)
4:00 Chief, General Training Division

2. Friday Morning

9:00 Chief, Language Services Division
10:00 Head, CIA Intelligence School
11:00 Chief, Orientation and Briefing Division

c. On Thursday afternoons the member of the Plans and Policy Staff conducting the T.L.O. tour will escort and introduce the T.L.O. to the named Officers at the stated times.

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OFFICE OF TRAINING REGULATION NO. 60-1 (TR(G))

d. The member of the Plans and Policy Staff conducting the tour will make appointments for the T.L.O. to see the named Officers at the stated times on Friday morning.

e. Each T.L.O. will be informed that his briefings will require all of Thursday afternoon and Friday morning so that he will be prepared to spend the time necessary for proper briefings.

f. So far as possible, T.L.O.'s will be briefed in groups, so as to lessen the time TR(G) must spend in briefings.

g. TR(G) Officers concerned will be given timely advance notice by the Plans and Policy Staff of proposed briefings and they will hold open, as far as possible, the time slated for their briefing in order to minimize changes to the schedule.


MATTHEW BAIRD

Director of Training

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Distribution: ALL TR(G) PERSONNEL

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Approved For Release 2002/05/01 : CIA-RDP56-00403A000100040013-1

Approved For Release 2002/05/01 : CIA-RDP56-00403A000100040013-1

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Security Information

12 November 1952

MEMORANDUM FOR : O/TR Staff and Division Chiefs

SUBJECT : O/TR Regulation No. 70-1

Each Staff and Division Chief of TR(G) shall be responsible for the fulfillment of the mission and functions of his Staff or Division as indicated in the series of statements attached hereto, as O/TR Regulation No. 70-1, dated 12 November.



MATTHEW BAIRD
Director of Training

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S-E-C-R-E-T

COPY NO. 58

12 November 1952

OFFICE OF TRAINING

OFFICE OF TRAINING REGULATION 70-1

SUBJECT: MISSION AND FUNCTIONS OF THE DIRECTOR OF TRAINING
AND STAFF AND DIVISION CHIEFS OF THE OFFICE OF TRAINING (GENERAL)

1. Organization Chart of the Office of Training
2. Mission and Functions of the Director of Training
3. Mission and Functions of the Chief, Plans and Policy Staff
4. Mission and Functions of the Chief, Orientation and Briefing Division
5. Mission and Functions of the Chief, Junior Officer Training Division
6. Mission and Functions of the Chief, Intelligence Training Division
7. Mission and Functions of the Chief, Programs Division
8. Mission and Functions of the Chief, Language Services Division
9. Mission and Functions of the Chief, Management Training Division

DISTRIBUTION:

ALL SECTION, BRANCH,
DIVISION, AND STAFF
CHIEFS OF O/TR

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Approved For Release 2002/05/01 : CIA-RDP56-00403A000100040013-1

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DIRECTOR OF TRAINING

MISSION

The Director of Training shall develop and direct Agency training programs and review Office training programs; represent the Director of Central Intelligence on subjects related to training; participate in the formulation of the policies and plans of the Career Service Board; determine requirements for Agency training facilities in the United States; in accordance with the applicable provisions of Public Law 110 (81st Congress, 1st Session), provide for Agency participation in training programs at appropriate external facilities, public and private, in the United States and abroad; and establish and maintain standards of achievement for Agency personnel in Agency training programs.

FUNCTIONS

The Director of Training shall:

- A. Serve as permanent member of the CIA Career Service Board.
- B. Serve as advisory representative on the Professional Selection Panel.
- C. Formulate and carry out training policies, plans, standards, and programs to increase the capabilities of personnel to serve the Agency.
- D. Develop and direct, in coordination with appropriate Offices, training programs in the United States relating to the skills and techniques required in the specialized operational activities specifically charged to the Agency.
- E. Develop and direct within the Agency training programs relating to the principles, methods, and objectives of national intelligence.
- F. Determine the physical facilities in the United States needed to meet the requirements of Agency training programs.
- G. Provide for the training of personnel in language, area, and specialized functional fields.
- H. Conduct indoctrination for new personnel and orientation for Agency, governmental, and other personnel, as required, in the mission, functions, and organization of the Central Intelligence Agency.
- I. Provide management training for executives, administrators, and supervisors to improve their skills in conserving the human and physical resources of the Agency.
- J. Direct a comprehensive program for the selection, professional training and career preparation of junior officer personnel in cooperation with the various Offices of the Agency.

12 November 1952
O/TR REGULATION 70-1

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- K. Indoctrinate and train clerical personnel in Agency office practices and procedures and other clerical skills.
- L. Establish the standards of performance to be met by Agency personnel in Agency training programs, and, after consultation with the appropriate Office Head, terminate the training of personnel for failure to meet prescribed standards of performance.
- M. Review Office training programs, including on-the-job training, and advise and assist the Offices in the development, direction and conduct of such training.
- N. Maintain, in coordination with appropriate Offices, relationships with officials in governmental and private institutions in the United States and abroad for the purpose of providing training programs.

12 November 1952
O/TR REGULATION 70-1

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S-E-C-R-E-T

CHIEF, PLANS AND POLICY STAFF (TR/G)

MISSION

The Chief, Plans and Policy Staff, shall act as planning officer and policy advisor to the Director of Training and the Deputy Director of Training (General).

FUNCTIONS

The Chief, Plans and Policy Staff, shall:

- A. Identify Agency training requirements, both immediate and long range, in collaboration with the various office heads of the Agency and appropriate division chiefs of the Office of Training.
- B. Formulate and recommend training policies, procedures, plans, standards, and programs to meet Agency training requirements and to increase the capabilities of personnel to serve the Agency.
- C. Review and make recommendations on the policies, procedures, plans, standards, and programs developed by the division chiefs of the Office of Training (General).
- D. Develop and recommend solutions to organizational and training problems of the Director of Training and the Deputy Director of Training (General) relating to the conduct of the Office of Training mission.
- E. Design plans and make recommendations regarding the organization, mission, and functions of appropriate components of the Office of Training.
- F. Establish and maintain relationships with governmental and non-governmental institutions of actual and potential support to Agency training programs.
- G. Establish the scope and terms of reference for the production of training manuals and other aids required in the training of professional personnel in the Agency.
- H. Provide the secretariat for meetings with Agency Training Officers.
- I. Serve as a member of the Office of Training Career Service Board.

Security Information

CHIEF, ORIENTATION AND BRIEFING DIVISION (TR/G)

MISSION

The Chief, Orientation and Briefing Division, shall develop, direct and present briefings, lectures, indoctrination courses, and orientation programs on national intelligence activities and on the mission and functions of the Agency and its components, for selected Agency and governmental personnel and for designated non-governmental individuals and groups.

FUNCTIONS

The Chief, Orientation and Briefing Division, shall:

- A. Conduct an indoctrination course for new personnel entering on duty with the Agency.
- B. Conduct a comprehensive orientation program for selected personnel of the Agency and of other governmental agencies.
- C. Administer a program of presentations by key Agency officials to senior personnel of the Agency on plans, programs, objectives, and problems arising out of the various activities of the Agency.
- D. Provide for briefings of outgoing service attaches on intelligence subjects essential to their mission.
- E. Present special briefings to high-level personnel, consultants, selected governmental and foreign officials, at the request of the Director of Central Intelligence, Deputy Directors, Director of Training, or Assistant Directors.
- F. Present special lectures at various Department of Defense schools and colleges, the Foreign Service Institute of the Department of State, and other institutions, as directed.

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S-E-C-R-E-T

CHIEF, JUNIOR OFFICER TRAINING DIVISION (TR/G)

MISSION

The Chief, Junior Officer Training Division, shall develop and direct a comprehensive program for the selection and career preparation of new junior officer personnel of exceptional qualifications in order to meet current and long range requirements of the Agency for professionally trained personnel.

FUNCTIONS

The Chief, Junior Officer Training Division, shall:

- A. Identify, in collaboration with the various office heads of the Agency, requirements for junior officer personnel.
- B. Assess, evaluate, and select personnel and arrange for their entry into the junior officer program.
- C. Develop, prescribe, and supervise programs of combined training and duty assignments for the purpose of increasing the professional competence and further the career preparation of junior officer personnel, in cooperation with the various office heads of the Agency and appropriate division chiefs of the Office of Training.
- D. Correlate assessments and evaluations of the performance of junior officer personnel in training and on-duty assignments, in order to prescribe appropriate modifications to their career preparation programs.
- E. Recommend, in collaboration with the Office of Personnel and appropriate office heads of the Agency, the placement of junior officer personnel in permanent duty assignments in the Agency.
- F. Arrange for the entry into the Armed Forces of selected junior officers without prior military service for training and specified active duty, and on their return to the Agency, prescribe a program for the completion of their career preparation.

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S-E-C-R-E-T

CHIEF, INTELLIGENCE TRAINING DIVISION (TR/G)

MISSION

The Chief, Intelligence Training Division, shall develop, direct and conduct training programs in the principles, methods and objectives of national intelligence designed to relate the professional competence of selected Agency personnel to the profession of intelligence, and to increase their professional competence in the field of national intelligence.

FUNCTIONS

The Chief, Intelligence Training Division, shall:

- A. Identify, in collaboration with appropriate office heads, requirements for intelligence training at basic, intermediate, and advanced levels.
- B. Develop, direct and conduct a basic intelligence course for selected professional personnel of the Agency.
- C. Develop, direct and conduct refresher and intermediate intelligence training courses in specified intelligence methods and techniques for selected junior and senior professional personnel of the Agency.
- D. Develop, direct and conduct an advanced course in the theory and principles of national intelligence for selected senior professional personnel of the Agency.
- E. Establish and maintain performance standards to be met by Agency personnel in intelligence training courses, and assess and evaluate such personnel for career development purposes.
- F. Establish and maintain relationships with appropriate officers of the Agency and of the IAC agencies concerning intelligence training.
- G. Direct and supervise a reading improvement course designed to increase the reading speed and reading comprehension of selected Agency personnel.

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S-E-C-R-E-T

CHIEF, PROGRAMS DIVISION (TR/G)

MISSION

The Chief, Programs Division, shall plan, develop and arrange for programs providing specialized training in area, area combined with language, and technological, industrial and other substantive fields, within the Agency and at appropriate public and private facilities, in the United States and abroad, in order to increase the knowledge-in-depth of selected Agency personnel in specialized fields subsidiary to the field of national intelligence.

FUNCTIONS

The Chief, Programs Division, shall:

- A. Identify, in collaboration with appropriate office heads, immediate and long range requirements for specialized training.
- B. Evaluate the capabilities of external facilities providing specialized training and designate those suitable for Agency use for various purposes.
- C. Plan, develop, and arrange for programs of specialized training for selected Agency personnel within the Agency and at designated external facilities.
- D. Establish standards to be met by external facilities designated for Agency use and recommend termination of the use of such facilities for failure to satisfy prescribed standards.
- E. Establish and maintain achievement standards to be met by Agency personnel in training at designated external facilities and recommend termination of the training of personnel for failure to satisfy required achievement standards.
- F. Review, with the aid of a panel or consultants, as appropriate, all requests for specialized training, and recommend action to be taken.
- G. Arrange for the entry of selected Agency personnel, in accordance with appropriate security and administrative procedures, into institutions providing approved specialized training facilities.
- H. Administer and supervise a program for the training of selected Agency personnel in the various Department of Defense schools and colleges.

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S-E-C-R-E-T

CHIEF, LANGUAGE SERVICES DIVISION (TR/G)

MISSION

The Chief, Language Services Division, shall develop, direct, conduct and arrange for language training programs within the Agency and at appropriate public and private facilities, in the United States and abroad, in order to provide appropriate levels of language proficiency for selected Agency personnel.

FUNCTIONS

The Chief, Language Services Division, shall:

- A. Identify, in collaboration with appropriate office heads, requirements for language training.
- B. Evaluate the capabilities of external facilities providing language training and designate those suitable for Agency use in various languages.
- C. Develop and direct language training courses and operate a language laboratory within the Agency to provide basic and advanced language training for selected Agency personnel on a group, individual, and self-study basis.
- D. Plan, develop and arrange for language training programs at designated external facilities.
- E. Represent the Office of Training at various language institutes and meetings of learned societies in order to adapt for use in the Agency the best current methods and techniques of language instruction.
- F. Represent the Office of Training on all inter-departmental language committees and maintain relationships on language training activities with appropriate officers in other governmental agencies.
- G. Develop linguistic methodology and training techniques, and training aids based on the best experience available in the audio and visual language training fields.

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S-E-C-R-E-T

CHIEF, MANAGEMENT TRAINING DIVISION (TR/G)

MISSION

The Chief, Management Training Division, shall develop, direct and conduct training programs designed to advance the techniques of effective management and to increase competence in clerical skills throughout the Agency.

FUNCTIONS

The Chief, Management Training Division, shall:

- A. Identify, in collaboration with appropriate office heads, the requirements for training in management and in clerical skills throughout the Agency.
- B. Recommend policies and develop and provide programs for the training of executive, administrative, and supervisory personnel with reference to their management functions, within individual offices or Agency-wide, as required.
- C. Develop and provide induction training for new clerical personnel, refresher training for clerical personnel on the job, and specialized clerical training to meet the specific needs of individual offices.
- D. Represent the Office of Training at meetings of the American Management Association, the Society for the Advancement of Management, the American Society for Public Administration, the Society for Personnel Administration, the American Political Science Association, and other similar associations for the purpose of adapting for use in the Agency the best practical thinking in the field of management training.

~~S-E-C-R-E-T~~
Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 70-1/1

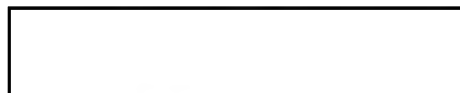
9 February 1953

SUBJECT: TRANSFER OF THE ASSESSMENT AND
EVALUATION STAFF

RECISION: Paragraph 2.b., OTR Notice No. 26-52 TR(S),
dated 1 December 1952

1. Effective this date the Assessment and Evaluation Staff
is transferred from the Office of Training (Special) and estab-
lished as a Staff under the Director of Training.

2. The mission and functions of the Staff are hereby extended
to include the support of all activities of the Office of Training.



MATTHEW BAIRD
Director of Training

25X1A

Distribution: All Section, Branch, Division,
and Staff Chiefs, OTR

~~S-E-C-R-E-T~~